

NEWGRANGE CONSULTING ONE TO ONE PREP FORM

Name:

One to one date:

What projects are you working on?

- 1.
- 2.
- 3.

What isn't going as planned?

What are the 3 to 5 key initiatives you're responsible for?

- 1.
- 2.
- 3.
- 4.
- 5.

What should you be doing about each of them this month?

- 1.
- 2.
- 3.
- 4.
- 5.

What is the most important decision you're currently facing?

What's keeping you from making this decision?

List your direct reports?

-
-
-
-
-

Rate their value last month (1-7)

-
-
-
-
-

What mutual promises did we make in our one to one last month?

-
-
-

What is the best thing you could do this month to create value for the company?

What's the most important thing we can discuss in our one to one this month?